

SURINE, Donald A.

A MISC

F B I

INACTIVE

SURINE DONALD 5/2/1916

5/20/07 *EH*

THIS FILE HAS BEEN REQUESTED BY

[illegible]

CHECK YOUR NAME OFF BEFORE RETURNING
TO D. C. R. FOR FILING

U. S. DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Name : **MR. DONALD A. SURINE**
The following action concerning your employment in the F.B.I., U.S. Dept. of Justice has been taken.
Nature of Action : **REMOVAL**

WASHINGTON 25, D. C.

Date	February 8, 1950
Personnel Action Number	F.B.I. 10053
Legal Authority	

Effective : **cb, February 8, 1950**

	FROM	TO
Position	Special Agent	
Grade	GS 12	
Salary	\$6800	
Division		
and		
Section		
Headquarters		
Appropriations	S & E, F. B. I.	S & E, F. B. I.
Departmental or Field	<input type="checkbox"/> Dept.	<input checked="" type="checkbox"/> Field

NATURE OF POSITION		
a. VICE	b. ADDITIONAL IDENTICAL	c. NEW
P. C. NO.	P. C. NO.	P. C. NO.
Date of Birth		Date of Oath

REMARKS

Lv. in amt. of 490 hrs. exts. thru 11:00 A. M. 5-8-50.
(1 holiday included)

Approved	<i>[Signature]</i>
Director F. B. I.	
Adm. Asst. To The A. G.	<i>[Signature]</i>
The Asst. To The A. G.	

PERSONNEL DIVISION

FILE *[Stamp]* **MAR 16 1950**

RECEIVED
DEPT. OF JUSTICE
MAR 2 9 28 PM '50
PERSONNEL OFFICE

No Forwarding Address.

This action was taken in view of his personal misconduct and violation of Bureau regulations. The provisions of the Veterans' Preference Act of 1944 and/or the Selective Service Act of 1948 have been complied with.

3962

FEDERAL BUREAU OF INVESTIGATION

U. S. DEPARTMENT OF JUSTICE

WASHINGTON 25, D. C.

Name : **MR. DONALD A. SURINE**
 The following action concerning your employment in the F. B. I., U. S. Dept. of Justice has been taken.
 Nature of Action : **PERIODIC PAY INCREASE**

Date : **August 19, 1949**
 Personnel Action Number : **F. B. I. - 2903**
 Legal Authority :

Effective : **August 21, 1949**

	FROM	TO
Position	Special Agent	
Grade	CAF 12	same
Salary	\$6474.60	\$6714
Division and Section		
Headquarters		
Appropriations	S & E, F. B. I.	S & E, F. B. I.
Departmental or Field	<input type="checkbox"/> Dept. <input checked="" type="checkbox"/> Field	<input type="checkbox"/> Dept. <input checked="" type="checkbox"/> Field

NATURE OF POSITION		
a. VICE	b. ADDITIONAL IDENTICAL	c. NEW
P. C. NO.	P. C. NO.	P. C. NO.
	Date of Birth	Date of Oath

REMARKS

Prom. under the Auto. Prom. Bill, Public Law #200 as amended 6-30-45. Prom. under the same Bill from \$5905.20 to \$6144.60 in CAF 12 eff. 2-8-48. Last efficiency rating - EXCELLENT - Approved Rating Committee 4-18-49.

Approved <i>[Signature]</i> Director F. B. I.
Adm. Asst. To The A. G.
The Asst. To The A. G.

AUG 30 1949

Personnel Division
FILE *aln*



**U. S. DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION**

WASHINGTON 25, D. C.

Name : **MR. DONALD A. SURINE**

The following action concerning your employment in the F.B.I., U. S. Dept. of Justice has been taken.

Nature of Action : **PERIODIC PAY INCREASE**

Effective : **February 8, 1948**

Date : **January 28, 1948**

Personnel Action Number
F.B.I.- 11382

Legal Authority

	FROM	TO
Position	Special Agent	
Grade	CAF 12	same
Salary	\$5905.20	\$6144.60
Division and Section Headquarters		
Appropriations	S & E, F.B.I.	S & E, F.B.I.
Departmental or Field	<input type="checkbox"/> Dept.	Field <input checked="" type="checkbox"/> Dept.

NATURE OF POSITION		
a. VICE	b. ADDITIONAL IDENTICAL	c. NEW
P. C. NO.	P. C. NO.	P. C. NO.
	Date of Birth	Date of Oath

REMARKS

Prom. under the Auto. Prom. Bill, Public Law #200 as amended 6/30/45. ~~Prom.~~ Real. from CAF 11 \$5152.80 to CAF 12 \$5905.20 eff. 7/28/46.

Approved

E. Hoover
Director F.B.I.

Adm. Asst. To The A. G.

The Asst. To The A. G.

RECEIVED
DEPT. OF JUSTICE
JAN 29 11 52 AM '48
PERSONNEL OFFICE

JAN 29 1948

1. (PERSONNEL)

S. A. ANDRETTA

DEPARTMENT OF JUSTICE
 WASHINGTON 25, D. C.
 July 24, 1946

Name : MR. DONALD A. SURINE

NO. **FBI 10702**

CIVIL SERVICE OR
OTHER LEGAL AUTHORITY

You are advised of the following action concerning your employment in the Department of Justice:

Nature : PROMOTION
Of Action

Effective : July 28, 1946

	FROM	TO
Position	Special Agent	Special Agent
Grade	CAF 11	CAF 12
Salary	\$5152.80	\$5905.20
Bureau or Division		
Headquarters		
Appropriations	S&E, FBI, NATL. DEF.	same
Departmental Or Field	<input type="checkbox"/> DEPT.	FIELD <input checked="" type="checkbox"/> DEPT.

NATURE OF POSITION

a. NEW

P. C. No.

b. ADDITIONAL IDENTICAL

XXX

P. C. No.

c. VICE
Lawrence J. Quinn -
trans. 7-1-46

P. C. No.

REMARKS:

DATE OF OATH

DATE OF BIRTH

APPROVED

[Signature]
DIRECTOR FBI

ADM. ASST. THE A. G.

[Signature]
THE ASST. TO THE A. G.

JUL 29 1946

1. (PERSONNEL) **A. ANDRETTA**

July 1, 1946,

NAME - SURINE, Donald A.

The salary of the above named employee is fixed at the rate of \$ 5152.80 per annum, without change in Grade or Appropriation, under the provisions of the "Federal Employees Pay Act of 1946" approved May 24, 1946.

DEPARTMENT OF JUSTICE
WASHINGTON 25, D. C.

BI45648

Date: **July 2, 1945**

Name: **MR. RONALD A. CUNIFF**

No.

CIVIL SERVICE OR
OTHER LEGAL AUTHORITY

Nature of Action: **PAY INCREASE (Periodic)**

Effective: **July 2, 1945**

	FROM	TO	NATURE OF POSITION
POSITION	Special Agent		(a) NEW
GRADE SALARY	CAF 11 \$4300	CAF 11 \$4500	P. C. No.
BUREAU OR DIVISION			(b) ADDTL. IDENT. P. C. No.
HEADQUARTERS			(c) VICE P. C. No.
APPROPRIATION	CIS, FBI, NATL. DEF.		
DEPARTMENTAL OR FIELD	Field		DATE OF OATH

REMARKS:

**Public Law 700 as amended 6-30-45.
Reallocated from CAF 10, \$3500 to CAF 11, \$4300, March 1, 1943.**

July 1, 1945

NAME - SURINE, RONALD ARTHUR FBI

The salary of the above named employee is fixed at
the rate of \$ 4300 per annum, without change in Grade or
Appropriation, under the provisions of the "Federal Employees
Pay Act of 1945" approved June 30, 1945.

DEPARTMENT OF JUSTICE

WASHINGTON, D. C.

HGP:IDS:plh

February 18, 1943

Mr. Donald A. Surine
Federal Bureau of Investigation
Department of Justice

Dear Mr. Surine:

You are hereby transferred from one position to another in
the Federal Bureau of Investigation as indicated:

From

Position: Special Agent

Assignment:

Grade: CAF 10 Salary: \$3500 per annum

Appropriation: "Salaries and Expenses, Federal Bureau of Investi-
gation (National Defense)," FIELD.

To

Position: Special Agent

Assignment:

Grade: CAF 11 Salary: \$3600 per annum

Appropriation: "Salaries and Expenses, Federal Bureau of Investi-
gation (National Defense)," FIELD.

Effective: March 1, 1943

Respectfully,

Francis Biddle

Attorney General.

By the Attorney General:

(signed) James Rowe, Jr.

The Assistant to the Attorney General.

Vice Henry A. Fitzgibbon--transferred 2-1-43

DEPARTMENT OF JUSTICE

PERSONNEL RECOMMENDATION (NONCIVIL SERVICE)

Mr.

Miss

Mrs.

Mr. Donald A. Surine

Date February 18, 1943

New appointment ☐

Transfer ☐

Promotion ☒

Separation ☐

PRESENT STATUS

1. Title: Special Agent

2. Grade: CAF 10

3. Salary: \$3500 per annum

4. Seat of Government: ☐
Field: ☒

5. Division:

6. Appropriation: "Salaries and Expenses,
FBI, (National Defense)."

PROPOSED ACTION

7. Title: Special Agent

8. Grade: CAF 11

9. Salary: \$3800 per annum

10. Seat of Government: ☐
Field: ☒

11. Division:

12. Appropriation: "Salaries and Expenses,
FBI, (National Defense)."

13. Effective: March 1, 1943

14. Position: { Additional: ☐
Vice: Henry A. Fitzgibbon-Trans.
Identical: 2-1-43

15. Remarks:

Respectfully submitted,

Director, Federal Bureau of Investigation

Requirements as to Classification Act:

Funds Certification:

Funds Available

Approved

The Assistant to the Attorney General.

* Indicate headquarters.

FEB 13 1943 REL

REQUEST FOR SERVICE RECORD RECEIVED

OFFICE OF
THE ASSISTANT

Justice

(Department, bureau, independent office, and branch)

JAN 8 9 47 AM '42
December 11, 1941

TO THE
ATTORNEY GENERAL

Chief, Retirement Division,
U. S. Civil Service Commission, Washington, D. C.

It is requested that the complete official service record and retirement deductions by fiscal years be furnished for the following-named employee:

1. Name in full Sutins, Donald Arthur
(Surname, first name, and middle initial; if married woman give maiden name)
2. Date of birth May 2, 1916
3. Date last appointed to this office June 12, 1939
4. Date deductions began _____
5. Service claimed as follows:

DEPARTMENT, BRANCH, OR INDEPENDENT OFFICE	BUREAU, AGENCY, ETC., AND LOCATION	TITLE OF POSITION	SALARY	DATE APPOINTED			DATE SEPARATED		
				Month	Day	Year	Month	Day	Year
District of Columbia Govt.	D.C. Playgrounds Washington, DC			7		38	9		38

REMARKS:

(Signature of appointing officer)

(Signed) Hallie G. Plunley
(Title) Appointment Clerk

FOR USE OF CIVIL SERVICE COMMISSION

DATE	2806 FORWARDED TO—	Basic earn- ings	Addi- tional service

To

Please furnish the Commission with a certified record of service and retirement deductions on Form 2806 for the periods indicated by mark (X) on the above schedule, together with a copy of this request. Prompt compliance with this request will be appreciated.

By direction of the Commission:

Very respectfully,

Lewis H. Fisher
LEWIS H. FISHER,
Chief, Retirement Division.

(Read carefully instructions on back)

GENERAL INSTRUCTIONS TO APPOINTING OFFICER

1. Please send your request for service record in quadruplicate to the Civil Service Commission immediately after date of appointment, transfer, or reinstatement. (Where several agencies or departments are involved, extra copies should be furnished.)

2. In furnishing the employee's name, both the first and middle name in full—not initials—should be given. In cases where the employee uniformly writes his signature with one given name (either the first or middle name) and uses an initial or initials for the other given name or names, you may furnish the name in this way. It frequently happens, however, that a name will vary in the different departments so that the Commission must identify the employee's record from his full name. For example, an employee may be appointed as "John H. Smith" in one department and as "J. Henry Smith" in another. If the appointing officer's information on the face of this form shows the appointee's full name as "John Henry Smith," identification of the record is facilitated. In case of a woman who has married since date of original appointment, both the maiden name and name since marriage must be furnished.

3. In order that there may be no delay in securing verification of service, care should be exercised in giving complete and detailed information regarding the office under which the service was rendered and the place of employment. The following information should be shown with respect to the types of employment indicated:

- (a) *Civilian Conservation Corps*.—If service rendered was other than as an enrollee, furnish company number and place of separation. Since enrollee service cannot be credited, it should not be listed.
- (b) *Civil Works Administration, Federal Emergency Relief Administration, and Work Projects Administration*.—Give Federal project, name of department or establishment and name of superior. State whether employee was paid from appropriation which Congress made expressly available for administrative expense.
- (c) In cases of letter of authority or field agreement employment, give name of supervisor and officer who paid compensation.

4. Preliminary search for military and naval service for retirement purposes has been discontinued and should not be included when a request for service record is made. Entry should be made as heretofore of military or naval service in chronological order on the retirement record card No. 2806 as obtained from discharge certificate personnel history sheet, or from the employee direct, with the notation "Not verified."

5. When a record of service as claimed cannot be verified and must therefore be obtained through a pay-roll search in the General Accounting Office, you are requested to give the disbursing reference. Any statement with reference to inability to furnish the record, request for additional information, or other comment, should be made in the space provided for remarks on this form and should be signed by the employee handling such records.

REQUEST FOR SERVICE RECORD

Justice

(Department, bureau, independent office, and branch)

December 11, 1941

(Date)

Chief, Retirement Division,

U. S. Civil Service Commission, Washington, D. C.

It is requested that the complete official service record and retirement deductions by fiscal years be furnished for the following-named employee:

1. Name in full Surine, Donald Arthur
(Surname, first name, and middle initial; if married woman give maiden name)
2. Date of birth May 2, 1916
3. Date last appointed to this office June 12, 1939
4. Date deductions began _____
5. Service claimed as follows:

DEPARTMENT, BRANCH, OR INDEPENDENT OFFICE	BUREAU, AGENCY, ETC., AND LOCATION	TITLE OF POSITION	SALARY	DATE APPOINTED			DATE SEPARATED		
				Month	Day	Year	Month	Day	Year
District of Columbia Govt.	D.C. Playgrounds Washington, DC			7	1	38	9	3	39

REMARKS:

(Signature of appointing officer)

(Signed) Nellie G. Plurley

(Title) Appointment Clerk

FOR USE OF CIVIL SERVICE COMMISSION

DATE	2806 FORWARDED TO—	Basic earn- ings	Addi- tional service

To

Please furnish the Commission with a certified record of service and retirement deductions on Form 2806 for the periods indicated by mark (X) on the above schedule, together with a copy of this request. Prompt compliance with this request will be appreciated.

By direction of the Commission:

Very respectfully,

Lewis H. Fisher

LEWIS H. FISHER,
Chief, Retirement Division

(Read carefully instructions on back)

Closed *R*

GENERAL INSTRUCTIONS TO APPOINTING OFFICER

1. Please send your request for service record in quadruplicate to the Civil Service Commission immediately after date of appointment, transfer, or reinstatement. (Where several agencies or departments are involved, extra copies should be furnished.)

2. In furnishing the employee's name, both the first and middle name in full—not initials—should be given. In cases where the employee uniformly writes his signature with one given name (either the first or middle name) and uses an initial or initials for the other given name or names, you may furnish the name in this way. It frequently happens, however, that a name will vary in the different departments so that the Commission must identify the employee's record from his full name. For example, an employee may be appointed as "John H. Smith" in one department and as "J. Henry Smith" in another. If the appointing officer's information on the face of this form shows the appointee's full name as "John Henry Smith," identification of the record is facilitated. In case of a woman who has married since date of original appointment, both the maiden name and name since marriage must be furnished.

3. In order that there may be no delay in securing verification of service, care should be exercised in giving complete and detailed information regarding the office under which the service was rendered and the place of employment. The following information should be shown with respect to the types of employment indicated:

- (a) *Civilian Conservation Corps*.—If service rendered was other than as an enrollee, furnish company number and place of separation. Since enrollee service cannot be credited, it should not be listed.
- (b) *Civil Works Administration, Federal Emergency Relief Administration, and Work Projects Administration*.—Give Federal project, name of department or establishment and name of superior. State whether employee was paid from appropriation which Congress made expressly available for administrative expense.
- (c) In cases of letter of authority or field agreement employment, give name of supervisor and officer who paid compensation.

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5. When a record of service as claimed cannot be verified and must therefore be obtained through a pay-roll search in the General Accounting Office, you are requested to give the disbursing reference. Any statement with reference to inability to furnish the record, request for additional information, or other comment, should be made in the space provided for remarks on this form and should be signed by the employee handling such records.

CLASSIFICATION SYMBOLS		
Service	Grade	Class
Caf	2	

SERVICE RATING FORM

1440 (Read instructions on back of this form)

Check one:

Supervisory ☐

Nonsupervisory ☒

Name Surine, Donald A. Department Justice.

F.B.I.

(Bureau)

(Division)

(Section)

(Subsection)

On lines below
mark employee:
✓ If neither strong
nor weak point.
- If weak point.
+ If strong point.

1. Underline the elements which are especially important in the position.
2. Mark nonsupervisory employees on all elements except those in *italics*.
3. Mark supervisory employees on all elements.

In boxes below rate employee:

- 1 or 2 if Excellent.
3 or 4 if Very Good.
5 or 6 if Good.
7 or 8 if Fair.
9 or 10 if Unsatisfactory.

I. QUALITY OF PERFORMANCE

- ± (a) Acceptability of work; thoroughness.
± (b) General dependability; accuracy.
± (c) Neatness and orderliness of work.
✓ (d) Skill with which the important procedures, instruments, or machines are employed in performing his duties.
----- (e) *Effectiveness in getting good work done by his unit.*

Rating
Officer

Reviewing
Officer

2

II. PRODUCTIVENESS

Base rating primarily on element (a), if known; otherwise on (b) and (c).

- ± (a) Amount of work accomplished.
± (b) Application of time, interest, and energy to duties; industry.
± (c) Promptness in completing assignments; speed.
----- (d) -----
(State any other elements of this class considered)
----- (e) *Effectiveness in securing adequate output from his unit.*

1

III. QUALIFICATIONS SHOWN ON JOB

- ± (a) Knowledge of duties and related information.
✓ (b) Ability to learn and to profit from experience.
✓ (c) Judgment, sense of proportion, common sense.
± (d) Initiative and resourcefulness.
± (e) Cooperativeness; ability to work with and for others.
----- (f) -----
(State any other elements of this class considered)
----- (g) *Effectiveness in developing and training employees.*
----- (Custodial only) Ability to perform such physical work as the job requires.

3

Sum of ratings . . . 6

Rated by C. Patterson

(Rating officer)

4/15/40

(Date)

Report to employee Excellent

Reviewed by J. E. Haver

(Reviewing officer)

APR 15 1940

(Date)

On the whole, do you consider
the department and attitude
of this employee toward his
work to be satisfactory? . . .

Yes
(Answer "Yes", "No", or "Fairly so")

Sum of Ratings Report to Employee

Significance

3 - 7

Excellent.

Promotable within grade if below top salary.

8 - 13

Very Good.

Promotable within grade if below top salary.

14 - 19

Good.

No salary change if receiving middle salary or above; if below middle, promotable not beyond middle salary.*

20 - 24

Fair.

Reduce one step if above middle salary.*

25 - 30

Unsatisfactory.

Dismiss from present position.

* For Cu-2 and Cu-3, the fourth salary rate will be considered the middle salary.

CONDUCT REPORT

(This space is to be used in case the question on the face of the sheet, regarding the employee's deportment and attitude, has been answered "No" or "Fairly so." In such a case give here a full statement of the particulars in which the employee's conduct has been unsatisfactory.)

(Rating officer)

INSTRUCTIONS TO RATING OFFICERS

1. Compare the qualifications and performance of each employee, as demonstrated by his work, with the actual needs of the position, considering the conditions under which the work must be done. Beginning with the lowest grade (CAF-1, P-1, SP-1, Cu-1, or CM-1), rate each series of classes (such as Junior Stenographer, CAF-2, Senior Stenographer, CAF-3, etc.) as a separate group. Keep in mind reasonable standards of performance for the various grades. The same rating standards should be applied to all competing employees in the same grade, irrespective of the fact that some may be receiving compensation at the minimum pay rate of the grade and others at higher rates.

2. The elements (a), (b), (c), etc., listed under each title (I, II, III) are not of equal importance. Underline the elements which are especially important in the position.

3. If the performance of an employee is neither strong nor weak with respect to an element, put a check mark (✓) on the line at the left of the element; if weak, a minus (—); if strong, a plus (+).

Differentiate carefully among the several elements. Extreme care should be taken to avoid basing all marks on some one strong or weak characteristic of the employee. A person who deserves a plus or minus on one element does not necessarily merit the same mark on all elements.

4. If in your judgment the employee is excellent on "I. Quality of Performance", indicate this by 1 or 2 in the box at the right;
if very good..... by 3 or 4 if fair..... by 7 or 8
if good..... by 5 or 6 if unsatisfactory..... by 9 or 10

Indicate your ratings on titles II and III in the same manner.

The numerical ratings on the titles (I, II, and III) are not derived by a mechanical summary of the element marks, but depend on the best judgment of the rating officer as to how well the employee meets the broader requirements of the position. This judgment is assisted by the element marks, but is not rigidly determined by them. These marks insure that the employee's performance on the elements which affect Quality of Performance, Productiveness, and Qualifications Shown on the Job will be considered.

5. The rating to be reported to the employee by the board of review is the adjective corresponding to "Sum of ratings" on I, II, and III, as given in the table at the bottom of the rating form.

6. Marks and ratings should first be made lightly with pencil. After all your employees have been rated, compare and consider the marks and ratings assigned to the various employees in the same classes, make any necessary alterations, and indicate the marks and ratings in black ink.

7. The name of an employee rated on a service of less than 90 days should be followed by the notation, "Less than 90 days."

8. The question on deportment should be answered "Yes", "No", or "Fairly so." If the answer is "No" or "Fairly so", it should be explained in the space provided above. Rating officers should not allow unsatisfactory conduct to influence marks or ratings, except as it may actually affect an employee's performance on some specific element or elements.

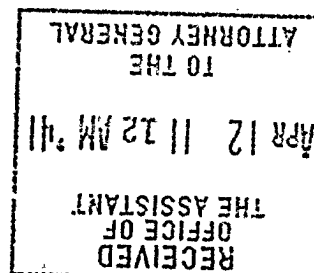
9. Complete the ratings promptly. Submit the signed and dated rating forms to the reviewing officer.

INSTRUCTIONS TO REVIEWING OFFICERS

1. Compare the marks and ratings assigned by the different rating officers under your supervision, noting such corrections as may be necessary to secure reasonable uniformity of standards and accuracy in the marks and in the ratings.

2. Make corrections with red ink, but do not cross out or erase the marks or ratings made by the rating officer. Before any marks or ratings are changed discuss them with the rating officer.

3. Submit the signed and dated rating forms to the board of review promptly.



DEPARTMENT OF JUSTICE

PERSONNEL RECOMMENDATION (NONCIVIL SERVICE)

Mr.

Miss

Mrs. Mr. Donald A. Surine Date September 27, 1941

New appointment ☐

Transfer ☐

Promotion ☒

Separation ☐

PRESENT STATUS

1. Title: Special Agent

2. Grade: CAF 9

3. Salary: \$3200 per annum

4. Seat of Government: ☐
Field: ☒

5. Division:

6. Appropriation: "Salaries and Expenses, FBI"
(National Defense)

PROPOSED ACTION

7. Title: Special Agent

8. Grade: CAF 10

9. Salary: \$3500 per annum

10. Seat of Government: ☐
Field: ☒

11. Division:

12. Appropriation: "Salaries and Expenses, FBI"
(National Defense)

13. Effective: October 1, 1941

14. Position: { Additional: ☒
Vice:
Identical:

15. Remarks:

Respectfully submitted,

J. Edgar Hoover
Director, Federal Bureau of Investigation

Requirements as to Classification Act:

Efficiency ()

(Date)

(Initial)

Average provision ()

Approved

Franklin D. Roosevelt
The Assistant to the Attorney General.

Funds Certification:

Funds Available

SEP 30 1941

* Indicate headquarters.

DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

107:123

September 27, 1941

RECEIVED
OFFICE OF
ASSISTANT

Mr. Donald A. Surine
Federal Bureau of Investigation
Department of Justice

OCT 1 1941

ATTORNEY GENERAL

Dear Mr. Surine:

You are hereby transferred from one position to another in
the Federal Bureau of Investigation as indicated:

From

Position: Special Agent

Assignment:

Grade: CAF 9 Salary: \$3200 per annum

Appropriation: "Salaries & Expenses, FBI"
(National Defense)

To

Position: Special Agent

Assignment:

Grade: CAF 10 Salary: \$3500 per annum

Appropriation: "Salaries & Expenses, FBI"
(National Defense)

Effective: October 1, 1941

Respectfully,

Francis Biddle

Attorney General.

By the Attorney General:

(Sgd.) Matthew F. McGuire

The Assistant to the Attorney General.
Additional position

DONALD A. SURINE

I am the Director of the Federal Bureau of Investigation, United States Department of Justice.

The Federal Bureau of Investigation, United States Department of Justice, has been designated by the President to take charge of investigative work in matters relating to espionage, sabotage and violations of the neutrality regulations. This Bureau is also charged with the duty of investigating other matters bearing upon the maintenance of the internal security of the United States. The duties thus imposed upon this Bureau constitute a vital function in the national defense program of this country. At the present time this Bureau is required by Act of Congress to expand its personnel in order effectively to discharge the important duties devolving upon it.

Donald A. Surine is a trained Special Agent and has been continuously employed by the Federal Bureau of Investigation since June 12, 1939. He has been employed as a Special Agent since January 13, 1941. ~~He cannot be replaced satisfactorily~~ because of the shortage of persons with his qualifications and experience in such activity, and his removal for induction would cause material loss of effectiveness in the conduct of the national defense work of the Federal Bureau of Investigation. Extreme difficulty is being experienced at present in obtaining a sufficient number of qualified applicants to take care of the increasing expansion of this Bureau and it is impossible to consider a replacement of any individual for this reason. Turnover of personnel is extremely detrimental to efficiency, as trained and experienced members of the staff, such as Donald A. Surine, must form the nucleus of the expanded staff which this Bureau must recruit in order to fulfill its function, and therefore it is suggested that he be given Classification II-B.

general supervisory

John Edgar Hoover

*File
CPS*

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

3rd

July

41

PERSONAL HISTORY STATEMENT

(To be prepared by appointee in own handwriting)

Department or Establishment FEDERAL BUR. INV., DEPT. OF JUSTICE Date 1/13/41

1. Name in full (Mr., Miss, or Mrs.) SURINE DONALD ARTHUR
(Surname) (Given name) (Middle name)
2. Present address 1326 KALMIA ST. N.W. WASHINGTON D.C.
(Number) (Street) (City) (State)
3. Legal (voting) residence HALE EDDY 34 DELAWARE NEW YORK
(Town) (State and Congressional District) (County) (City or town) (State)
4. Where born HALE EDDY NEW YORK When born MAY 2, 1916
(State or foreign country) (City or town) (Month Day Year)
5. If foreign-born, state whether naturalized or alien
6. Indicate sex, marital condition, and race by check, thus: ☒ If Mrs., state other names under which previously employed.

SEX		MARITAL CONDITION			RAOE. (If other, state which)		
Male <input checked="" type="checkbox"/>	Female	Single	Married <input checked="" type="checkbox"/>	Divorced	Widowed	White <input checked="" type="checkbox"/>	Colored

7. Number and ages of dependents domiciled with you One, 23 years of age

8. A complete record of your past service for the United States Government other than military or naval:

BRANCH OF SERVICE	PLACE OF EMPLOYMENT	POSITION	SALARY	DATE APPOINTED			DATE SEPARATED		
				Month	Day	Year	Month	Day	Year
<u>Dept of Justice</u>	<u>FBI</u>	<u>clerk</u>	<u>\$1620</u>	<u>June</u>	<u>12</u>	<u>1939</u>	<u>Jan</u>	<u>12</u>	<u>1941</u>

9. Are any members of your family, who are domiciled with you, in the U. S. Government service? If so, state below: None

NAME	POSITION AND DEPARTMENT OR OFFICE IN WHICH EMPLOYED	RELATIONSHIP
	Position Department or office	
	Position Department or office	
	Position Department or office	

10. Do you now hold any State or municipal office? If so, state below: None

11. Are you the wife of a disabled veteran or widow or orphan of a person who was in the military or naval service? None

12. Military and naval record. If any, check (✓) to indicate branch and other information, and give dates of enlistment and discharge:

None <input checked="" type="checkbox"/>	Army	Navy	Marine Corps	Coast Guard	War veteran	Pensioner	Veterans' Bureau beneficiary
--	------	------	--------------	-------------	-------------	-----------	------------------------------

Enlisted <u>None</u>	Discharged	Enlisted <u>None</u>	Discharged
Rank <u>None</u>	Rank	Rank <u>None</u>	Rank
Organization	Organization	Organization	Organization

13. State any special qualifications not involved in your present position (for instance, lawyer, physician, civil engineer, knowledge of foreign languages, etc.) Sawyer Read Spanish.

14. Statement of principal employment other than with the United States Government:

NAME AND ADDRESS OF EMPLOYER	POSITION AND CHARACTER OF WORK	LENGTH OF SERVICE
<u>None</u>	<u>None</u>	

15. Education. Indicate by circling the number of years:

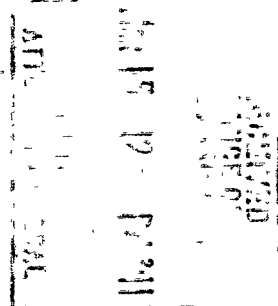
Common school								High school			College			(Name of college, degrees, and dates conferred)	
1	2	3	4	5	6	7	8	1	2	3	4	5	6		
							8						6	<u>G.W.V., Wash. D.C.</u>	<u>A.B., LL.B.</u>
														<u>(1938)</u>	<u>(1940)</u>

16. In case of emergency, notify Mrs. Elizabeth W. Surine

Relationship Wife Post office address 1326 Kalmia Street, N.W.
Washington, D.C.

I certify that the foregoing answers are correct to the best of my knowledge and belief.

Ronald A. Surine
(Name as usually written and which will be used as official signature)



DEPARTMENT OF JUSTICE

PERSONNEL RECOMMENDATION (NONCIVIL SERVICE)

Mr.
Miss

Mrs. Mr. Donald A. Surine Date January 9, 1941

New appointment ☒

Transfer ☐

Promotion ☐

Separation ☐

PRESENT STATUS

1. Title: Assistant Clerk 2. Grade: CAF 3
3. Salary: \$1620 per annum 4. Seat of Government: ☒
Field: ☐
5. Division: Four 6. Appropriation: "Salaries and Expenses, FBI"
Files Section

PROPOSED ACTION

7. Title: Special Agent 8. Grade: CAF 9
9. Salary: \$3200 per annum and \$5.00 per diem 10. Seat of Government: ☐
Field: ☒
11. Division: 12. Appropriation: "Salaries and Expenses, FBI
(National Defense)"
13. Effective: With entry on duty
14. Position: ☐ Additional: ☐
Vice: Herbert O. Thompson -
Identical: transferred.
15. Remarks: Recommended for appointment as a Special Agent, Grade Caf 9, \$3200 per
annum and \$5.00 per diem in lieu of subsistence and expenses of travel and operation
when absent from official headquarters.

Respectfully submitted,

J. E. Hoover
Director, Federal Bureau of Investigation

Requirements as to Classification Act:

Efficiency () _____
(Date) (Initial)

Average provision () _____

Funds Certification:
Funds Available

Approved

Walter McGuire

The Assistant to the Attorney General.

JAN 13 1941

DEPARTMENT OF JUSTICE

WASHINGTON, D. C.

12-1771

January 9, 1941.

Mr. Donald A. Carino,
Federal Bureau of Investigation,
Department of Justice.

Dear Mr. Carino:

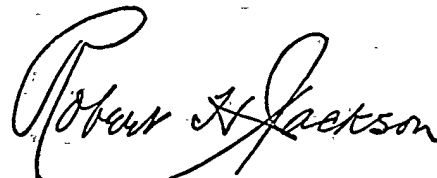
You are hereby appointed a Special Agent in the Federal Bureau of Investigation, Department of Justice, with salary at the rate of \$3200 per annum in Grade Caf-9. You will also be allowed your expenses of travel and operation in accordance with existing regulations and \$5.00 a day in lieu of subsistence when absent from official headquarters, which are hereby fixed at Washington, D. C., effective upon your entry on duty, to which point you should proceed at your own expense in order to assume your official duties. Your headquarters will thereafter be changed from time to time to such places as may be deemed advisable by the Director of the Federal Bureau of Investigation, under whose supervision and instructions you will be employed.

Your salary, expenses, and per diem will be paid from the appropriation for "Salaries and Expenses, Federal Bureau of Investigation (National Defense)," FISC.

This appointment will take effect when you enter on duty at Washington, D. C.

This letter is not to be considered as operating credentials and is not to be so used. Operating credentials are issued separately.

Respectfully,



Attorney General.

By the Attorney General:

The Assistant to the Attorney General.

GPO 16-12523

Vice Herbert O. Thompson, transferred.
Presently employed as Assistant Clerk, Caf-3, \$1620, Files Section, Division 4.

I, ...DONALD A. SURINE..... do solemnly
swear that I will support and defend the Constitution of the United
States against all enemies, foreign and domestic; that I will bear
true faith and allegiance to the same; that I take this obligation
freely, without any mental reservation or purpose of evasion; and
that I will well and faithfully discharge the duties of the office
of ..Special Agent in the Federal Bureau of Investigation,.....
.....United States Department of Justice.....
on which I am about to enter: So help me God.

(Sign here) ..Donald A. Surine.....

Subscribed and sworn to before me this

13th day of January... 1941.

Eugene Callinan
Notary Public

DATE OF ENTRY ON DUTY ..January 13, 1941.....

DATE OF BIRTHMay 2, 1916.....

PLACE OF BIRTH*Hale Eddy, New York.....

* If foreign born, date of naturalization

LEGAL VOTING RESIDENCEHale Eddy, New York.....

DO YOU RECEIVE AN ANNUITY UNDER THE CIVIL SERVICE RETIREMENT ACT?

.....No.....
(Yes or no)

Reported on Notice BI-5 411,

DEPARTMENT OF JUSTICE

WASHINGTON, D. C.

67:771

September 16, 1940,

Mr. Donald A. Surine,
Federal Bureau of Investigation,
Department of Justice,

Dear Mr. Surine:

You are hereby transferred from one position to another in
the Federal Bureau of Investigation as indicated:

From

Position: Junior Clerk-Typist

Assignment: Files Section, Division Four

Grade: Caf-2 Salary: \$1500 per annum

Appropriation: "Salaries and Expenses, Federal Bureau of
Investigation," DEPARTMENTAL

To

Position: Assistant Clerk

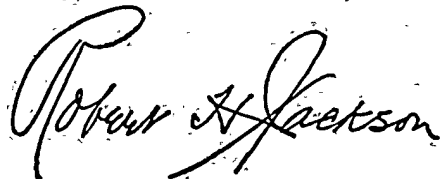
Assignment: Files Section, Division Four

Grade: Caf-3 Salary: \$1620 per annum

Appropriation: "Salaries and Expenses, Federal Bureau of
Investigation," DEPARTMENTAL

Effective: September 16, 1940

Respectfully,



Attorney General.

By the Attorney General:

(Sgd.) Matthew F. McGuire

The Assistant to the Attorney General.

Vice¹²⁵¹ Edward B. Shields, transferred.

DEPARTMENT OF JUSTICE

PERSONNEL RECOMMENDATION (NONCIVIL SERVICE)

Mr. Mr. Donald A. Surine

Miss

Mrs. _____ Date September 16, 1940

New appointment ☐

Transfer ☐

Promotion ☒

Separation ☐

PRESENT STATUS

1. Title: Junior Clerk-Typist

2. Grade: CAF 2

3. Salary: \$1500 per annum

4. Seat of Government: ☒
Field: ☐

5. Division: Division Four
Files Section

6. Appropriation: "Salaries and Expenses FBI"

PROPOSED ACTION

7. Title: Assistant Clerk

8. Grade: CAF 3

9. Salary: \$1620 per annum

10. Seat of Government: ☒
Field*: ☐

11. Division: Division Four
Files Section

12. Appropriation: "Salaries and Expenses FBI"

13. Effective: September 16, 1940

14. Position: ☐ Additional: ☐
Vice: Edward B. Shields, transferred
Identical: ☐

15. Remarks:

Respectfully submitted,

J. E. Hoover
Director, Federal Bureau of Investigation

Requirements as to Classification Act:

Efficiency () _____
(Date) (Initial)

Average provision () _____

APPROVED

Funds Certification:

SEP 19 1940 *IL*

Approved *Donald A. Surine*

The Assistant to the Attorney General

* Indicate headquarters.

DEPARTMENT OF JUSTICE

PERSONNEL RECOMMENDATION (NONCIVIL SERVICE)

Mr. **Mr. Donald A. Surine**
Miss.
Mrs.

Date **September 16, 1940**

New appointment ☐ Transfer ☐ Promotion ☒ Separation ☐

PRESENT STATUS

- | | |
|---|---|
| 1. Title: Junior Clerk-Typist | 2. Grade: CAF 2 |
| 3. Salary: \$1500 per annum | 4. Seat of Government: <input checked="" type="checkbox"/>
Field: <input type="checkbox"/> |
| 5. Division: Division Four
Files Section | 6. Appropriation: "Salaries and Expenses FBI" |

PROPOSED ACTION

- | | | | | |
|--|---|--------------------------------------|---|------------|
| 7. Title: Assistant Clerk | 8. Grade: CAF 3 | | | |
| 9. Salary: \$1620 per annum | 10. Seat of Government: <input checked="" type="checkbox"/>
Field: <input type="checkbox"/> | | | |
| 11. Division: Division Four
Files Section | 12. Appropriation: "Salaries and Expenses FBI" | | | |
| 13. Effective: September 16, 1940 | 14. Position: <table border="0"><tr><td>Additional: <input type="checkbox"/></td></tr><tr><td>Vice: Edward B. Shields, transferred</td></tr><tr><td>Identical:</td></tr></table> | Additional: <input type="checkbox"/> | Vice: Edward B. Shields, transferred | Identical: |
| Additional: <input type="checkbox"/> | | | | |
| Vice: Edward B. Shields, transferred | | | | |
| Identical: | | | | |
| 15. Remarks: | | | | |

Respectfully submitted,

J. E. Hoover
Director, Federal Bureau of Investigation

Requirements as to Classification Act:

Efficiency () _____
(Date) (Initial)

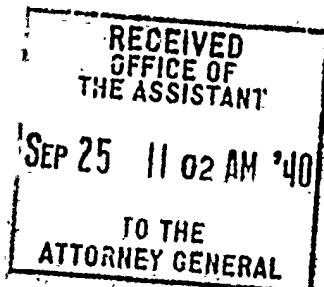
Average provision () _____

Funds Certification:

SEP 19 1940 IL

Approved _____
The Assistant to the Attorney General.

*Indicate headquarters.



KOP:hts

September 18, 1940.

Walter C. Clephane, Esq.,
Committee on Admissions and Grievances,
District Court of the United States for the
District of Columbia,
Washington, D. C.

Dear Mr. Clephane:

Your inquiry dated September 9, 1940, concerning
Donald A. Surine, is acknowledged and returned herewith.

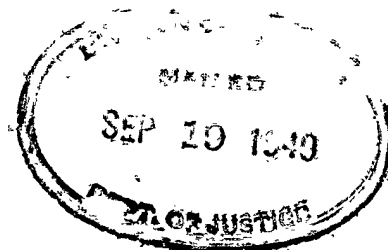
Please be advised that Mr. Surine has been employed
in the Federal Bureau of Investigation as a Messenger and
Junior Clerk-Typist since June 12, 1939.

Sincerely yours,

A handwritten signature in dark ink, appearing to read "T. D. Quinn".

T. D. QUINN,
Administrative Assistant
to the Attorney General.

Enclosure No. 170534



THIS CORRESPONDENCE TO BE RETURNED TO
THE OFFICE OF THE ATTORNEY GENERAL CLERK

DEPARTMENT OF JUSTICE

WASHINGTON, D. C.

BF:LF.

June 15, 1940.

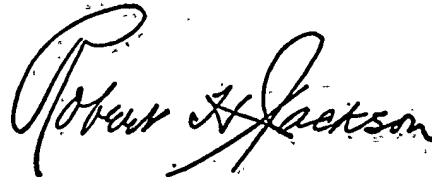
JUL - 61340 61

Mr. Donald A. Surino,
Federal Bureau of Investigation,
Department of Justice.

Dear Mr. Surino:

Your salary as a Junior Clerk-Typist in the Federal Bureau of Investigation, Department of Justice, is hereby increased from \$1440 per annum to \$1500 per annum in Grade Caf-2, effective June 16, 1940, and payable from the appropriation for "Salaries and Expenses, Federal Bureau of Investigation," DEPARTMENTAL.

Respectfully,



Attorney General.

By the Attorney General:

(12) J. EDWARD F. M. G. 111111

The Assistant to the Attorney General.

Division Four, Files Section.

DEPARTMENT OF JUSTICE

PERSONNEL RECOMMENDATION (NONCIVIL SERVICE)

Mr.
Miss
Mrs.

Mr. Donald A. Surine

Date June 15, 1940

New appointment ☐

Transfer ☐

Promotion ☒

Separation ☐

PRESENT STATUS

1. Title: Junior Clerk-Typist

2. Grade: CAF 2

3. Salary: \$1440 per annum

4. Seat of Government: ☒
Field: ☐

5. Division: Division Four,
Files Section

6. Appropriation: "Salaries and Expenses
F.B.I."

JUN 24 1940 PM

PROPOSED ACTION

7. Title: Junior Clerk-Typist

8. Grade: CAF 2

9. Salary: \$1500 per annum

10. Seat of Government: ☒
Field*: ☐

11. Division: Division Four,
Files Section

12. Appropriation: "Salaries and Expenses
F.B.I."

13. Effective: June 16, 1940

14. Position: { Additional: ☐
Vice:
Identical:

15. Remarks:

Respectfully submitted,

Director, Federal Bureau of Investigation

Requirements as to Classification Act:

Efficiency (nc) 6/22/40

(Date)

(Initial)

Average provision (614) JUN 22 '40

Funds Certification:

Funds Available

Approved

The Assistant to the Attorney General.

JUN 24 1940 L

DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

November 14, 1939

Mr. Donald A. Curine,
Federal Bureau of Investigation,
Department of Justice.

Dear Mr. Curine:

You are hereby transferred from one position to another in
the Federal Bureau of Investigation as indicated:

From

Position: Messenger

Assignment: Division Four, Chief Clerk's Office.

Grade: GS 3 Salary: \$1200 per annum

Appropriation: "Salaries and Expenses, Federal Bureau of
Investigation" DEPARTMENTAL.

To

Position: Junior Clerk-Typist

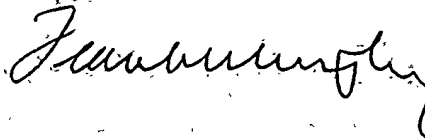
Assignment: Division Four, Files Section.

Grade: GAF 2 Salary: \$1440

Appropriation: "Salaries and Expenses, Federal Bureau of
Investigation" DEPARTMENTAL.

Effective: November 16, 1939.

Respectfully,



Attorney General.

By the Attorney General:

(Sd.) Edward G. Egan

The Assistant to the Attorney General.

7-2275

Vice: Bailey M. Stanfield - transferred.

DEPARTMENT OF JUSTICE
PERSONNEL RECOMMENDATION SHEET

Name: Mr. Donald A. Surine

Date: November 14, 1939

Present Status

- | | |
|--|---|
| 1. Title: Messenger | 2. Grade: CU 3 |
| 3. Salary: \$1200 per annum | 4. Seat of Government: (SOG)
Field: () |
| 5. Division: Division Four
Chief Clerk's Office | 6. Appropriation: "Salaries and Expenses,
Federal Bureau of Investigation" |

Proposed Change

- | | |
|--|---|
| 7. Title: Junior Clerk-Typist | 8. Grade: CAF-2 |
| 9. Salary: \$1440 per annum | 10. Seat of Government: (SOG)
Field: () |
| 11. Division: Division Four
Files Section | 12. Appropriation: "Salaries and Expenses,
Federal Bureau of Investigation" |
| 13. Effective: November 16, 1939 | 14. Position: Additional: ()
Vice: Bailey M. Stanfield -
transferred
Identical: |
15. Remarks:

Respectfully submitted,

J. E. Hoover
Director, Federal Bureau of Investigation.

Requirements as to Classification Act:

Efficiency () _____

Date _____

Initial _____

Average provision () _____

approved:

[Signature]
The Administrative Assistant
to the Attorney General.

Funds certification:

No Unobligated Balance

approved:

Edward S. Keech
The Assistant
to the Attorney General.

NOV 16 1939

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Note: If more than one personnel change is proposed, schedule the same on a separate sheet under captions 1 to 15 above, and attach hereto.

DEPARTMENT OF JUSTICE
PERSONNEL RECOMMENDATION SHEET

Name: Mr. Donald A. CurineDate: November 14, 1933Present Status

- | | |
|--|---|
| 1. Title: <u>Messenger</u> | 2. Grade: <u>CU 5</u> |
| 3. Salary: <u>\$1200 per annum</u> | 4. Seat of Government: <u>SOG</u>)
Field: () |
| 5. Division: <u>Division Four</u>
<u>Chief Clerk's Office</u> | 6. Appropriation: <u>"Salaries and Expenses,</u>
<u>Federal Bureau of Investigation"</u> |

Proposed Change

- | | |
|--|---|
| 7. Title: <u>Junior Clerk-Typist</u> | 8. Grade: <u>CAF 2</u> |
| 9. Salary: <u>\$1440 per annum</u> | 10. Seat of Government: <u>SOG</u>)
Field: () |
| 11. Division: <u>Division Four</u>
<u>Files Section</u> | 12. Appropriation: <u>"Salaries and Expenses,</u>
<u>Federal Bureau of Investigation"</u> |
| 13. Effective: <u>November 16, 1933</u> | 14. Position: Additional: ()
<u>Vice Bailey M. Stanfield -</u>
<u>transferred</u>
<u>Identical:</u> |

15. Remarks:

Respectfully submitted,

J. E. Hoover

Director, Federal Bureau of Investigation.

Requirements as to Classification Act:	Efficiency ()	Date	Initial
	Average provision ()		

____ approved:

The Administrative Assistant
to the Attorney General.

Funds certification:

____ approved:

The Assistant
to the Attorney General.

NOV 16 1933 L

Note: If more than one personnel change is proposed, schedule the same on a separate sheet under captions 1 to 15 above, and attach hereto.

ADDRESS REPLY TO
"THE ATTORNEY GENERAL"
AND REFER TO
INITIALS AND NUMBER

DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

November 15, 1939.

MEMORANDUM FOR THE APPOINTMENT CLERK

We are this date notifying the Personnel Classification Division of the Civil Service Commission, to transfer Mr. Donald A. Surine, in the Federal Bureau of Investigation, from Messenger, Grade Cu-3, Salary \$1200, to Master Sheet No. 2272 for Junior Clerk-Typist in the Files Section of Division Four, Grade Caf 2-5, Salary \$1440, vice Mr. Bailey M. Stanfield, transferred.

For the Departmental Classification Board
of the Department of Justice.

A handwritten signature in cursive script, reading "Catherine E. Wall".

Personnel Clerk.

DEPARTMENT OF JUSTICE

WASHINGTON, D. C. 20531

May 9, 1939.

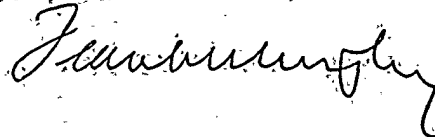
Mr. Donald A. Durino,
Federal Bureau of Investigation,
Department of Justice.

Dear Mr. Durino:

You are hereby appointed a Messenger in the Federal Bureau of Investigation, Department of Justice, effective with your entry on duty. Your salary will be at the rate of \$1200 per annum in Grade GS-3, payable from the appropriation for "Salaries and Expenses, Federal Bureau of Investigation," HEP/XXXXTIL.

You should execute the required oath of office and personal history blanks.

Respectfully,



Attorney General.

By the Attorney General:

Attest (Sgd.) Matthew F. McInnis
The Assistant to the Attorney General.

7-2265

Chief Clerk's Office, Division Four
Vice Clyde P. Aderhold, transferred
Excepted position.

ADDRESS REPLY TO
"THE ATTORNEY GENERAL"
AND REFER TO
INITIALS AND NUMBER

DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

RECEIVED

MAY 15 1939

OFFICE OF THE
APPOINTMENT CLERK

May 13, 1939.

MEMORANDUM FOR THE APPOINTMENT CLERK

We are this date submitting to the Personnel Classification Division of the Civil Service Commission, sheets showing the duties to be performed by Mr. Donald A. Surine as Messenger in the Chief Clerk's Office of Division Four, Federal Bureau of Investigation, Grade Cu-3-1, Salary \$1200, vice Mr. Clyde P. Aderhold, transferred.

For the Departmental Classification Board
of the Department of Justice.

Catherine Caddle

Personnel Clerk.

DEPARTMENT OF JUSTICE
PERSONNEL RECOMMENDATION SHEET

Name: Mr. Donald A. Surine

Date: May 9, 1939

Present Status

- | | |
|--------------|---|
| 1. Title: | 2. Grade: |
| 3. Salary: | 4. Seat of Government: ()
Field: () |
| 5. Division: | 6. Appropriation: "Salaries and Expenses,
Federal Bureau of Investigation" |

Proposed Change

- | | |
|---|---|
| 7. Title: Messenger | 8. Grade: CU 3 |
| 9. Salary: \$1200 per annum | 10. Seat of Government: (SOG)
Field: () |
| 11. Division: Division Four
Chief Clerk's Office | 12. Appropriation: "Salaries and Expenses,
Federal Bureau of Investigation" |
| 13. Effective: With entry on duty | 14. Position: Additional: ()
Vice: Clyde P. Aderhold -
transferred.
Identical: |

15. Remarks: Recommended for appointment as a Messenger.

Respectfully submitted,

J. E. Hoover
Director, Federal Bureau of Investigation.

Requirements as to Classification Act:	Efficiency ()	Date	Initial
	Average provision ()		

approved:

The Administrative Assistant
to the Attorney General.

Funds certification:

No Unobligated Balance

approved:

Matthew P. McGuire
ACTING The Assistant
to the Attorney General.

MAY 11 1939

L

Note: If more than one personnel change is proposed, schedule the same on a separate sheet under captions 1 to 15 above, and attach hereto.

DEPARTMENT OF JUSTICE
PERSONNEL RECOMMENDATION SHEET

Name: Mr. Donald A. SurineDate: May 9, 1939Present Status

- | | |
|--------------|---|
| 1. Title: | 2. Grade: |
| 3. Salary: | 4. Seat of Government: ()
Field: () |
| 5. Division: | 6. Appropriation: "Salaries and Expenses,
Federal Bureau of Investigation" |

Proposed Change

- | | |
|---|---|
| 7. Title: <u>Messenger</u> | 8. Grade: <u>CU 3</u> |
| 9. Salary: <u>\$1200 per annum</u> | 10. Seat of Government: (<u>EOG</u>)
Field: |
| 11. Division: <u>Division Four</u>
<u>Chief Clerk's Office</u> | 12. Appropriation: "Salaries and Expenses,
Federal Bureau of Investigation" |
| 13. Effective: <u>With entry on duty</u> | 14. Position: Additional: (-)
Vice: <u>Clyde P. Aderhold -</u>
<u>transferred.</u>
<u>Identical.</u> |
| 15. Remarks: <u>Recommended for appointment as a Messenger.</u> | |

Respectfully submitted,

*J. E. Hoover*Director, Federal Bureau of Investigation.

Requirements as to Classification Act:	Efficiency () _____	Date _____	Initial _____
	Average provision () _____		

approved:The Administrative Assistant
to the Attorney General.

Funds certification:

No Unobligated Balance_____
approved:The Assistant
to the Attorney General.

MAY 11 1939 L

Note: If more than one personnel change is proposed, schedule the same on a separate sheet under captions 1 to 15 above, and attach hereto.



6

Donald A. Surine do solemnly
swear that I will support and defend the Constitution of the United States
against all enemies, foreign and domestic; that I will bear true faith and
allegiance to the same; that I take this obligation freely, without any
mental reservation or purpose of evasion; and that I will well and faith-
fully discharge the duties of the office of Messenger.
in Federal Bureau of Investigation,
Department of Justice
on which I am about to enter: So help me God.

(Sign here) Donald A. Surine

Subscribed and sworn to before me this) Where born (State Only) N. Y.

12 th. day) Date of birth May 2, 1916

of June A. D. 1939) Whence appointed:

State N. Y. County Delaware

Congressional District 34th

Mary O. Lewis
Notary Public

X-----X
: :
: SEAL :
: :
X-----X

Date of entry upon duty June 12, 1939.

Residence 1326 Kalvin St, N.W.

Do you receive an annuity under the Civil Service Retirement Act? None Reported on Notice BI-3239 CC-125

PERSONAL HISTORY STATEMENT

(To be prepared by appointee in own handwriting)

Department or Establishment F. B. I., Department of Justice Date June 12, 1939

1. Name in full (Mr., Miss, or Mrs.) Surine, Donald Arthur
(Surname) (Given name) (Middle name)
2. Present address 1326 Kalmia St. N.W. Washington, D. C.
(Number) (Street) (City) (State)
3. Legal (voting) residence New York State, 34th Dist. Delaware Deposit
(State and Congressional District) (County) (City or town)
4. Where born Hale Eddy, New York State When born May 2, 1916
(State or foreign country) (City or town) (Month Day Year)
5. If foreign-born, state whether naturalized or alien _____

6. Indicate sex, marital condition, and race by check, thus: ☒ If Mrs., state other names under which previously employed.

SEX		MARITAL CONDITION				RACE. (If other, state which)	
Male <input checked="" type="checkbox"/>	Female	Single <input checked="" type="checkbox"/>	Married	Divorced	Widowed	White <input checked="" type="checkbox"/>	Colored

7. Number and ages of dependents domiciled with you None

8. A complete record of your past service for the United States Government other than military or naval:

BRANCH OF SERVICE	PLACE OF EMPLOYMENT	POSITION	SALARY	DATE APPOINTED			DATE SEPARATED		
				Month	Day	Year	Month	Day	Year

9. Are any members of your family, who are domiciled with you, in the U. S. Government service? If so, state below:

NAME	POSITION AND DEPARTMENT OR OFFICE IN WHICH EMPLOYED	RELATIONSHIP
<u>Mr. F. A. Surine</u>	Position - <u>Attorney</u> Department or office <u>Internal Revenue</u>	<u>Father</u>
	Position Department or office	
	Position Department or office	

10. Do you now hold any State or municipal office? If so, state below:

(Title) (Location) (Date appointment expires)

11. Are you the wife of a disabled veteran or widow or orphan of a person who was in the military or naval service?

(Wife, widow, or orphan) (Name of veteran) (Organization and last year of service)

12. Military and naval record. If any, check (✓) to indicate branch and other information, and give dates of enlistment and discharge:

None	Army	Navy	Marine Corps	Coast Guard	War veteran	Pensioner	Veterans' Bureau beneficiary
Enlisted _____ Discharged _____				Enlisted _____ Discharged _____			
Rank _____ Rank _____				Rank _____ Rank _____			
Organization _____ Organization _____				Organization _____ Organization _____			

(OVER)

10-1930

Reported on Notice BI-3239

13. State any special qualifications not involved in your present position (for instance, lawyer, physician, civil engineer, knowledge of foreign languages, etc.) 3 1/2 ~~5~~ years of High School & College Spanish,
Knowledge of Mechanical Drawing,

14. Statement of principal employment other than with the United States Government:

NAME AND ADDRESS OF EMPLOYER	POSITION AND CHARACTER OF WORK	LENGTH OF SERVICE
<u>Mr. S. Nigger - 5017 Conn. Ave.</u> <u>N. W., Wash. D. C.</u>	<u>Clerk - waiting on Public</u>	<u>About 2 1/2 years.</u>
<u>District Play grounds -</u> <u>Mr. Max Farrington.</u>	<u>Running Showers at</u> <u>different Play grounds.</u>	<u>2 months last</u> <u>Summer.</u>
<u>Mr. Gene Robb -</u> <u>Securities & Exchange Bldg., 15th</u>	<u>Writing reports of</u> <u>Legislation at Congress</u>	<u>3 months of</u> <u>1938 - 1939.</u>

15. Education. Indicate by circling the number of years:

Common School								High School				College				(Name of college, degree, and dates conferred)
1	2	3	4	5	6	7	8	1	2	3	4	1	2	3	4	<u>George Wash. U. - A.B. - June - 1938</u>

16. In case of emergency, notify Mr. F. A. Surine
 Relationship Father Post office address 1326 Kalmia St., N.W., Wash. D. C.

I certify that the foregoing answers are correct to the best of my knowledge and belief.

Ronald A. Surine
 (Name as usually written and which will be used as official signature)

APPOINTMENT CLERK

IN OFFICE

JUN 13 1939

RECEIVED

UNITED STATES CIVIL SERVICE COMMISSION
CLASSIFICATION SHEET821
C.S.C. No. _____

Bureau No. _____

Code _____

CHECK TO INDICATE WHETHER SHEET IS FOR—		GIVE FOLLOWING INFORMATION FOR ITEM CHECKED	CLASSIFICATION			
			Service	Grade	Class	Initials
New position.....		(Temporary or permanent)	Recommended by Bureau.....	CU	3	1 <i>[initials]</i>
Vice change.....	X	Clyde P. Adershold - transferred (Name and C.S.C. number on sheet of position into which viced)	Allocation by head of Department.....	CU	3	1 <i>CU</i>
Identical additional position.....		CU-3 # 766 (Name and C.S.C. number on sheet of position with which identical)	Allocation by Civil Service Commission.....	CU	3	1 <i>J.L.S.</i>
Material modification of duties.....		(Mention nature of modification)	Action No.			
Other change.....		(Explain reason for submission of sheet)	Date			

1. Name Burine, Donald A.
(Surname) (Given name) (Initial)
2. C.S.C. number of last sheet None
for this employee
3. Employee's present basic annual salary rate United States
(Character and value)
4. Allowances (deduction for Q.S.L., etc.)
5. Department Department of Justice
6. Bureau Federal Bureau of Investigation
7. Division Chief Clerk's Office
8. Section or unit Communications Section
9. Title of position Messenger
(Usual departmental or organizational title)
10. Description of the duties and responsibilities of the position: (Describe, as objectively and concretely as possible, the duties and responsibilities of the position in question, following this order: (1) Kind and extent of supervision or direction under which the work is performed; (2) the major, regular, periodic, or more important tasks, indicating proportion of time; (3) the tasks of lesser frequency or importance, indicating proportion of time; (4) any supervisory responsibility, showing the number of employees in each grade supervised; and (5) any other facts or figures bearing upon the characteristics of the position from the standpoint of difficulty, complexity, responsibility, independence of action or decision, or any other allocation factor.)

Under immediate supervision with limited latitude for independent judgment or initiative, as a messenger in the Distribution Room in the Communications Section of the Federal Bureau of Investigation, to distribute and collect mail in the offices of the Federal Bureau of Investigation on a regular messenger "run", which necessitates a familiarity with the offices and their locations in the Bureau; to answer buzzer calls for the officials of the Bureau for special messenger service and to make special deliveries and perform other errands at their request; to assist occasionally in the work in the Teletype Unit recording the receipt of incoming messages and routing these to the proper officials; to assist, on occasion, with simple clerical and messenger duties in other sections of the Bureau; and to perform other messenger and clerical duties as assigned.

10. Description of the duties and responsibilities of the position (continued):

11. (a) For what purpose is any part of the work described above reviewed within the same organizational subdivision or unit?

Work supervised to conform with Bureau regulations.

(b) Give the usual organizational title of the reviewer or reviewers.

Chief Clerk

12. Give name and usual organizational title of employee's immediate supervisor. A. H. Crowl

Chief Clerk

13. Give actual qualifications (education, training, experience, etc.) of employee; or, if the position is a vacancy, the qualifications necessary for the work.

EDUCATIONAL TRAINING	EXPERIENCE AND OTHER SPECIAL QUALIFICATIONS
Indicate by an "X" the highest grade or year.	
Elementary school: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8	
High school: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
College: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 Name _____	
Technical or post graduate: Kind and extent _____	

14. Date when employee entered upon the duties and assumed the responsibilities described above Effective with entry on duty.

A. H. Crowl
(Signature of preparing officer)

J. E. Hoover
(Signature of reviewing officer)

Date May 10, 1939